UNITED
NATIONS

ST

Secretariat

ST/IC/1994/49
11 November 1994

INFORMATION CIRCULAR

To: Members of the staff - Headquarters and overseas offices

From: Assistant Secretary-General for Human Resources Management

Subject: ACCESS TO VACANCY ANNOUNCEMENTS THROUGH THE SECRETARIAT ELECTRONIC MAIL (cc:Mail)

1. Since the introduction of the new placement and promotion system in November 1993, the Office of Human Resources Management (OHRM) has ensured that all vacancies published in accordance with the relevant provisions of ST/AI/390 are regularly posted at Headquarters and transmitted electronically to all offices away from Headquarters and to field missions through the Field Operations Division of the Department of Peace-keeping Operations. OHRM now wishes to draw the attention of staff members to an additional method for disseminating information on vacancies, i.e. the Secretariat electronic mail (cc:Mail).

2. The means through which information on vacancies is disseminated, including those referred to in paragraph 2 of ST/IC/1993/66, are consolidated below for ease of reference.

Posting of vacancies at Headquarters and offices away from Headquarters

3. At Headquarters, complete texts of vacancy announcements for posts in the Professional category and above and in the General Service and related categories in New York, are posted on bulletin boards in the lobby of the Secretariat building near the cafeteria, in the staff lounge on the 3rd floor of the DC-1 building and near the Credit Union on the 3rd floor of the DC-2 building. A summary list of vacancies is also posted on every floor of all United Nations buildings. For offices away from Headquarters and field missions, vacancy announcements are posted at appropriate locations and are available through the Chief of Administration.

94-44668 (E) 171194 211194

/...

Posting of vacancies via the Secretariat electronic mail (cc:Mail)

4. Vacancy announcements are now available in the Secretariat electronic mail (cc:Mail) listed under three headings on cc:Mail bulletin boards: "Ext-VA-P" for vacancies in the Professional category and above open to internal and external applicants, "Int-VA-P" for vacancies in the Professional category and above open to internal applicants only and "VA-G & related" for vacancies in the General Service and related categories in New York. Vacancies are grouped by deadline and are removed from the cc:Mail bulletin boards once the deadline is passed. Cc:Mail is accessible, by request, to all staff members at Headquarters and at major duty stations. At Headquarters, requests for cc:Mail should be addressed to Chief, IASS/ESD, OCSS/DAM, room S-1995 A. Cc:Mail is also available at several field missions. At duty stations away from New York and field missions, requests for access to cc:Mail should be addressed to the Chief of Administration.

5. Staff are encouraged to respond to vacancies that appear suitable for their professional growth and development and in which they believe they can make a greater contribution to the work of the Organization.